

WHS & HANMER SCHOOL BUILDING COMMITTEE

REGULAR MEETING MINUTES

Monday July 9, 2012

Present:

Committee Member Name		Present	Absent	Excused
	Christine Fortunato, Chairman	x		
	J. Edward Brymer Jr., Vice Chairman	x		
	Steven Barry	x		
	Daniel Camilliere	x		
	Frank Dellaripa	x		
	Diane Fitzpatrick, Clerk			x
	Peter Gardow	x		
Liaison Present	David Drake, Council Liaison			x
	Mike Turner, Staff Liaison	x		
Staff Present				
	Jeff Bridges, Town Manager	x		
	Mike Emmett, Asst Supt. School	x		
	Tom Moore, WHS Principal	x		
	Fred Bushey, Dir of Maintenance	x		
	Lori Schroll, Administrative Analyst - Engineering	x		
Guests Present	Rusty Malik, Quisenberry Arcari	x		
	Ken Biega, O&G Construction	x		
	Loel H. Purcell, O&G Construction	x		

Call to Order:

Chairman Christine Fortunato called the meeting to order at 6:40 PM in the Council Chambers at Town Hall Wethersfield.

1. Public Comments: None

2. Approval of Minutes:

Motion by Dan Camilliere seconded by Ed Brymer to approve the minutes of June 20, 2012 meeting. All present voted in favor, Steve Barry & Peter Gardow abstained.

3. Expenditures:

a. Inv. #5495 Quisenberry Arcari 5/31/12 - \$5813.75 - Sue Smith has advised the SBC does not have to act on this invoice, it is now a part of the contract that Quisenberry negotiated with the Town.

b. Inv. #384750 Hartford Courant 5/1/12 - \$297.11- Motion by Ed Brymer, seconded by Dan Camilliere to pay this bill. All present voted in favor. Mike Turner clarified correction of duplicate bill.

4. Staff/Architect/CM Information:

a. Architects Report: Rusty relayed that his team is together and meetings have begun. They are going to walk through the school this week, and on an ongoing basis. Due to later than anticipated start, town is down to a 7 month schedule to get plans to the Department of Education. QA should be done with schematic design by early August. He invited the Committee Members to attend their Team Meetings when they are available. A calendar will be prepared to advise of those dates and times.

b. Construction Managers Report: Ken reported he talked to Rusty and all sub consultants are in place to begin. The O&G-Town contract is being finalized and the changes will be sent to Jeff Bridges and Attorney DiVincentis to be executed.

c. Budget Update: Town Manager Bridges reported the negotiated contracts for the Construction Manager and the Architect came in under budget.

d. Schedule: A preliminary schedule is set which O&G distributed. The EDO49 is done and filed with the State of CT; also the paperwork is filed as a Renovate as New status with the State. There will be a Prep Meeting with the State DCS to go over the draft plans. The Schedule will be extremely tight.

5. Old Business (items with # to be distributed at meeting)

a. CM agreement*: In the process of being reviewed; should be done this week.

b. Architect agreement*: Attorney DiVincentis has the agreement and is looking it over. It should also be ready this week.

c. EDO 49: Completed, filed electronically and accepted by the State.

d. Hanmer School Fire Alarm Project Status Report: Fred Bushey met with the State on 6/27/12, they are asking for further information on PCB and Environmental testing. The Testing has been done, Town is awaiting the response. If they have found anything, it will slow the project down. The question was raised if they do find something, how/where will the money come from to rectify the situation, and Fred said he will take it from the BOE Maintenance Budget. If the tests come back good, Fred said he hopes to have the project bid out by mid August, and started by September.

e. Committee Reports: Standing item, no reports.

6. Other Business:

a. Subcommittees: Chairperson Fortunato discussed the need for smaller working groups, and has assigned the Sub-Committees and which members will be head them up:

Site Committee – Steve Barry- (Rusty, Ken, Mike Turner, others TBN)

Construction Committee – Frank Dellaripa – (Rusty, Ken, Fred Bushey & Mike Turner)

Communications Committee/Web/Public Info – Diane Fitzpatrick – (Rusty, Ken, Keith Rafaniello (BOE), others TBN)

Technology & Furniture Committee – Tom Moore & Dan Camilliere – (Keith Rafaniello, Fred Bushey, others TBN)

Energy Committee – Peter Gardow – (Fred Bushey, Town Energy Committee member, others TBN)

Finance Committee – Christine Fortunato, Ed Brymer, Dan Camilliere – (Sue Smith, Ken, Rusty)

If anyone is interested in being on another committee, contact the chair of that committee. Christine indicated that other people may be added as sub-committees begin working. Jeff stated he will have a meeting with the BOE and Town Staff to determine what their level of involvement will be for each sub-committee

Christine stated that Dave Drake and Jeff Bridges responsibility is to get back to the Council on what the Committee as a whole decides. She requested the BOE designate a liaison to the committee. Christine would like that the sub-committees use the same format for their reports and that everyone sees the same thing.

b. Meeting Schedule: A second meeting per month was added, this will take place on the 4th Monday of the month (Holidays excluded). A new schedule will be distributed. In addition, a Chairperson's Meeting will take place the 1st and 3rd Thursday's of each month, 7:30 a.m. and will consist of Chairperson Fortunato, Ed Brymer, Mike Turner, Jeff Bridges, Tom Moore, Superintendent Emmett, Rusty and Ken to discuss setting agenda and actions needed to maintain the schedule.

c. Parking along Folly Brook Blvd.*: It was noted that if the land being proposed is off of school property, the land would have to be acquired by the Town and any work approved by the Inland Wetlands Commission. Also, since it is further away from the school and would be used more for athletics, we would lose 50% of the reimbursable cost. Discussion ensued regarding a smaller number of spaces near Church Street. Before this can be considered, an estimated cost of lighting, paving, & security must be determined. More information will be available at the next meeting.

7. New Business: Mike Turner addressed the Committee reporting he had met with Rusty and Ken and there are several RFP's that need to be drafted. He asked for the Committee's approval to start drafting these contracts. The Committee agreed to proceed with RFP's for: A2 survey, environmental testing, and soil boring/geotechnical work. Mike will look to use existing on-call contractors if the work can be expedited.

a. Discussion/expectations of meeting document distribution: Jeff asked the Committee what their expectations or needs were regarding documents electronically or in print, indicating that the cost of printing is not feasible and cost effective. He suggested getting Committee members

IPADS, so everything can be distributed electronically. A website that is password protected would be set up so that members can access documents. When the project is completed the computers would be turned over to the Board of Education. Jeff stated that staff would be happy to continue giving Dan Camilliere paper copies, if desired. The consensus was the Committee use IPADS. Jeff will check with Council and report back.

- 8. Adjourn:** The next meeting will take place on Monday, July 23, 2012, an email reminder will be sent out.

Motion made by Dan Camilliere, seconded by Frank Dellaripa to adjourn. Meeting adjourned at 8:46 p.m.

I hereby certify that the above is a true copy of the minutes approved by the High School & Hanmer Building Committee.

Diane Fitzpatrick, Clerk